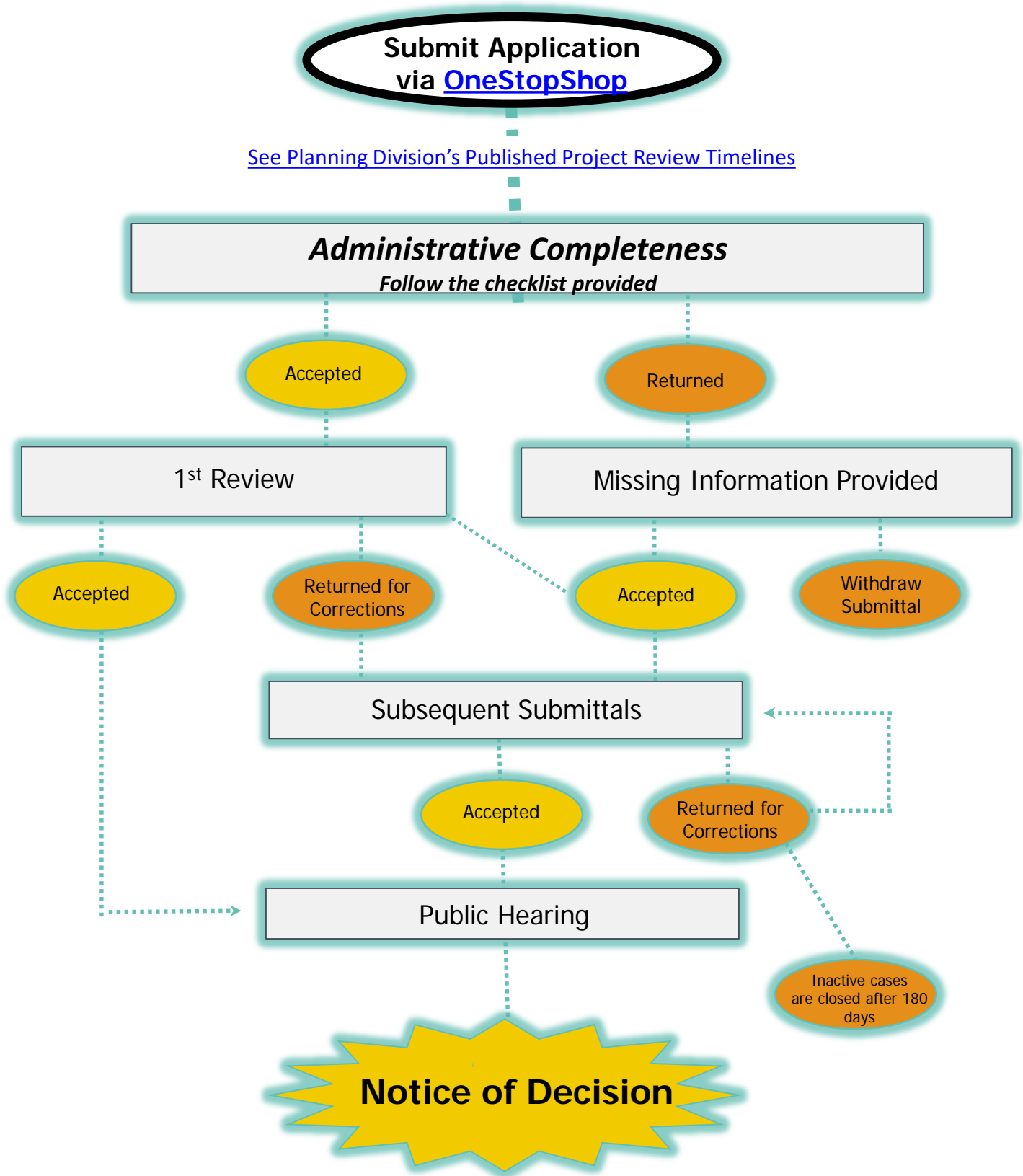


# Design Review Master Sign Plan



# **Design Review Master Sign Plan**

- A Master Sign Plan may be used for the following
  1. Multiple-tenant commercial, office, or employment uses;
  2. Multiple-building complex for a single commercial or employment use, in a project exceeding 40 net acres;
  3. Stand-alone office/employment buildings exceeding 100,000 square feet;
  4. Indoor or Outdoor Entertainment and Recreation uses;
  5. Auto Malls;
  6. Hospitals;
  7. Hotels and Commercial Lodging having at least 150 guest rooms and a Full-Service Restaurant or Conference and Meeting Rooms;
  8. Regional retail shopping malls..
- Evaluation Criteria for a Master Sign Plan shall be based on placement, quantity, size, design features and materials and development standards.
- The Master Sign Plan allows for the negotiation of sign standards unique to the project with some flexibility permitted by the zoning ordinance.
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [System Development Fees Area Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)

## Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Master Sign Plan/Site Plan
- ☐ Exhibit 5: Elevations (including wall mounted signage details)
- ☐ Exhibit 6: Freestanding Signage Details
- ☐ Exhibit 7: Materials/Color Board

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|------------------|
| <b>Checklist</b> |
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☐ **Exhibit 1: Property Owner Authorization**

- ☐ Must be signed by property owner.

☐ **Exhibit 2: Project Narrative**

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- ☐ Describe proposed project;
- ☐ Complete description of request addressing the evaluation criteria of placement; quantity, size, design features/materials and development standards.

☐ **Exhibit 3: Parcel /Aerial Map**

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- ☐ Aerial with Parcel Boundary.

☐ **Exhibit 4: Master Sign Plan/Site Plan.**

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table: existing zoning on site and adjacent property within 300 feet, net site area and number of proposed freestanding signs;
- ☐ Building footprints;
- ☐ Placement of existing and proposed freestanding signs indicating required and proposed separation distances;
- ☐ Dimension location of required and proposed building setbacks and required and proposed sign setbacks;
- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
- ☐ Adjacent lot lines and/or structures within 300 feet.

☐ **Exhibit 5: Elevations (including wall mounted signage details)**

- ☐ Graphic scale and exterior dimensions of building(s);

- ☐ Number of proposed wall mounted signs;
- ☐ Accurate building elevation showing where sign placement will be on building(s), including mounted height dimension from finish floor;
- ☐ Method of mounting and illumination;
- ☐ Dimensions of signs including sign area calculations and sign area.

☐ **Exhibit 6: Freestanding Signage Details**

- ☐ Scale and exterior dimensions of sign including sign area calculation;
- ☐ Number of proposed freestanding signs and height of proposed freestanding signs;
- ☐ Number of sign faces;
- ☐ Method of illumination; and
- ☐ Proposed frequency and method of change for change panel signs.

☐ **Exhibit 7: Color and Materials Board**

- ☐ Color & Material Board with samples of exterior materials (including glazing) and colors noting manufacturer name, product ID/Name.